

DEPUTY PUBLIC WORKS DIRECTOR - TRANSIT

Purpose:

To actively support and uphold the City's stated mission and values. To develop, plan, and implement division/section goals and objectives that align with the department's goals and objective; to recommend and administer division/section policies and procedures; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance and serve as a technical advisor to the Public Works Director related to the assigned area of Transit.

Supervision Received and Exercised:

Receives direction from the Public Works Director.

Exercises direct supervision over assigned staff.

Essential Functions:

Duties may include, but are limited to, the following:

- Develop, plan and implement division/section goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures;
- Coordinate division/section activities with those of other divisions/sections, departments and outside agencies and organizations; provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence;
- Serve as a technical advisor to the Public Works Director, City Manager and/or City Council on transit projects related to transit planning, transit and para-transit operations, capital programs, facilities maintenance, financial management and regional transit programs, or other matters for both the City Council and city departments; make presentations to the City Council as required;
- Develop, organize, manage, direct and/or coordinate a diverse and proactive program
 of public transit services including Local and Express Bus Service, Urban and
 Neighborhood Circulator System(s) and Para-transit Programs;

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Deputy Public Works Director - Transit (continued)

- Participate in the preparation of the City's General Plan, the Comprehensive Transportation Plan and other citywide planning activities related to transit;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis:
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees;
- Participate in the development and administration of the division/section's budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments; prepare, administer and monitor related financial systems;
- Coordinate the preparation of capital and procurement of capital projects, operating budgets and grant activities; and oversee related grant activity; investigate, pursue, administer and monitor federal grants for services and projects:
- Directly prepare related studies, reports and recommendations; and administer a comprehensive program for assigned area;
- Act as a lead in the annual development of a strategic management program to align program activities with the Department, City and City Council strategic priorities by completing and linking the business plan, services standards and development plans and performance report;
- Manage the preparation of agenda items for the City Council, council committees and boards and commissions:
- Develop, administer, monitor and evaluate inter-governmental agreements and contracts;
- Act as liaison with the business community, citizen groups, contractors, State Legislature, government entities such as ADOT, MAG, Valley Metro/RPTA, Valley Metro Rail, Inc., etc. or other governments on related activities; serve on regional committees; act as an integral part of local and regional teams that advise city management and/or the City Council on regional issues;

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Deputy Public Works Director - Transit (continued)

- Respond on a 24 hour basis to manage emergency situations;
- Provide leadership to employees in team building, responsible decision-making and problem solving;
- Manage the development of the division/section's workplace; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
- Respond to requests and inquiries from the general public;
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service:
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of full-time increasingly responsible professional experience performing the core duties of public or private sector transit administration/operations, preferably in the public sector. Three years of supervisory experience specifically related to operational management of public transit systems is required.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in transportation planning, municipal planning, engineering, business, public administration, or a degree related to the core functions of the position. A Master's Degree is preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

- Operate city vehicles
- Work in a stationary position for considerable periods of time
- Work alone for extended periods of time

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- Operate computers and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours
- Climb stairways, ladders and work on elevated structures
- Traverse uneven surfaces
- Traverse considerable distances during workday with or without an accommodation
- Work out-of doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

Competencies:

(Pending)

Job Code: 486

Status: FLSA Exempt / Unclassified

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